



भारत सरकार पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय

वन शिक्षा निदेशालय

Government of India, Ministry of Environment, Forest and Climate Change

Directorate of Forest Education

डाकघर: न्यू फॉरेस्ट, देहरादून - 248 006 (उत्तराखंड)

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No. 1-2/2001/DFT/ 3790-91

दिनांक 22 जनवरी, 2021

कार्यालय आदेश

निदेशालय के कार्यालय में कार्य करने वाले कर्मचारियों का कार्य का वितरण पूर्व में किये गए सभी आदेशों में संसोधन करते हुए निम्नानुसार किया जाता है, जोकि तत्काल प्रभाव से लागू होगा :-

S. No.	Name of the Official	Work allotted	Link Official
1.	Shri Sushil Kumar, UDC	i. Recruitment rules for Group B, C, MTS etc. ii. Matter relating to Academies, Seniority list of Staff iii. Departmental Promotion Committees (Group B & C) and MACP iv. Maintenance of Roaster and APAR files of Officers and Staff of DFE and Academies v. Transfer and posting of Officers and Staff vi. Disciplinary proceedings / Court Cases of DFE vii. Half yearly staff return, submission of e-Samiksha report, action taken, related to establishment and supporting staff of Academies viii. Audit Report and compliance, parliament question ix. Any other works assigned by the Superior Authority	Shri Prakash Singh, LDC

(Signature)
22/1-21

2.	Shri Brijesh Kumar, UDC	<ul style="list-style-type: none"> i. Preparation of Forest Advance ii. Providing information under RTI Act, iii. Loan and advances, GPF cases iv. Appointment of CDL/Contractual Staff v. Contractual Staff bills vi. TA/LTC Bills, Medical Bill Reimbursement vii. Caretaker in-charge, maintenance of Office vehicle / Generator set, equipment's / ACs / Computer (including AMC), payment of electricity bill / Telephone bills etc. viii. Any other works assigned by the Superior Authority 	Shri Prakash Singh, LDC
3.	Shri R. K. Pandey, UDC	<ul style="list-style-type: none"> i. Frontline courses and short-term Courses / Workshop at Academies ii. Database of Frontline courses and short-term courses / workshop conducted iii. Selection of IFS Officers and Training including staff iv. Reimbursement of tuition fees, newspaper bill etc., purchase of book etc. v. Any other works assigned by the Superior Authority 	Shri Brijesh Kumar, UDC
4.	Shri A.K. Dixit, UDC	<ul style="list-style-type: none"> i. Work related to Rajbhasha ii. Celebration of all important days, seminar and workshops iii. Quarterly statistical return/Report of disciplinary cases / Vigilance cases iv. Maintenance of personal files, service books with leave account of staff v. Maintenance of personal files, APAR, of all IFS Officers vi. Any other works assigned by the Superior Authority 	Shri Brijesh Kumar, UDC / Shri R. K. Pandey, UDC
5.	Shri Prakash Singh, LDC	<ul style="list-style-type: none"> i. Budget Estimate and Revised Estimate of the Directorate ii. Budget allotment to the Academies and Monitoring / weekly / monthly expenditure report iii. Annual Action Plan / Five Year Plan / Annual report etc. of the Directorate iv. Building related works of the Directorate v. Preparation of Pay bill, Increment, Pay fixation, Preparation of Income Tax of Officers and Staff ix. Preparation of Monthly and Quarterly report vi. Monthly, Quarterly report on pay and allowances of the Officers and Staff vii. Pension Cases of DFE's viii. Any other works assigned by the Superior Authority 	Shri Sushil Kumar, UDC

[Handwritten Signature]
22/2/25

6.	Training Section – SFS/Rangers (Shri S.P. Barmola, Contractual Staff)	<ul style="list-style-type: none"> i. Allotment of seats for SFS Officers and FRO ii. SFS/FRO Induction Courses and allotment to Academies / College iii. Training of SFS / FRO including study tours, Honoarium, Appointment of examiners, Guest Lectures iv. Results / Convocation functions of SFS Officers / FRO Training v. Disposal of cases regarding old record of SFS/FRO Trainees passed out vi. Correspondence relating to Medals/Prizes to SFS/FROs Training vii. Court cases related to SFS/FRO passed out trainees viii. Syllabus Committee for FRO's and SFS and Academic audit ix. Any other works assigned by the Superior Authority 	Shri Brijesh Kumar, UDC / Shri R.K. Pandey, UDC
7.	Shri Brij Mohan, MTS	<ul style="list-style-type: none"> i. Dispatch/Dairy (Receipt and Dispatch) ii. Purchase of Service Postage Stamps iii. Maintenance of account of Service Postage Stamps and maintenance of Register for stamps account iv. To assist in maintenance of record v. Any other works assigned him from time to time 	Shri Ankit, MTS
8.	Shri Ankit, MTS	<ul style="list-style-type: none"> i. Maintenance/list preparation of record/store files ii. Database of the passed out SFS Officers and FROs of various academies every year iii. Preparation of list for weeding out of old files iv. Any other works assigned him from time to time 	Shri Brij Mohan, MTS


 प्रशासनिक अधिकारी
 वन शिक्षा निदेशालय

वितरण :-

१. कार्यालय अध्यक्ष / अधीक्षक, वन शिक्षा निदेशालय, देहरादून
२. सभी कर्मचारियों को सूचनार्थ